





## ONLINE SUBMITTAL INSTRUCTIONS

**USE THESE INSTRUCTIONS** to apply online for a Review Process I (REVI), Review Process II (REVII), or Review Process III (REVIII) land use application. These instructions can also be utilized to apply online for a Zoning Verification Letter (ZVL), PreApplication Meeting Request (PREAPP), or MultiFamily Tax Exemption (MFTE). To understand local project review procedures and determine the appropriate Review Process for your project, please refer to [EMC Title 15](#). If you are unsure which application(s) to apply for, please contact the Planner On-Duty for assistance prior to submitting your application(s). Specific attachment requirements are linked for each application subtype on **page 2** of these instructions.

**FEES:** No fees are due at time of application. You will receive an email with online payment instructions when your application has been accepted for processing. Refer to the [Planning, Zoning and Land Use Fee Schedule](#) for current fee information.

### STEP BY STEP INSTRUCTIONS TO APPLY ONLINE:

1. Setup an account or login at <https://onlinepermits.everettwa.gov/eTRAKiT/>.
2. Click on *Apply* under the Land Use Projects header.
3. Read the DISCLAIMER and click, *I Agree* to continue.
4. Enter **PROJECT Type**: i.e. **REVIEW PROCESS I**
5. Enter **PROJECT SubType**: i.e. *Boundary Line Adjustment*
6. Enter **Project Name**: i.e. *BLA for Ms. Smith (property A) and Mr. Jones (property B)*
7. Complete *Additional Information Required*. Use the helpful Tool Tips found under  icon.
8. Enter the address or parcel number in *Location*, leaving off any street type (St, Dr, Ave, Rd, etc.) or directional (W, E, SE, SW).
9. Enter *Your Relation to this Project*.
10. Upload your required documents to *Attachments*. Click the  button. **Note:** see the links on Page 2 for specific submittal requirements and attachments for each application subtype.
11. Complete the *Applicant*, *Owner* and *Contact* information. Please complete all three fields. The “Contact” will be the primary person we will contact regarding the application. Click the  button.
12. Review your application and click . After submittal, you will receive a confirmation email. You will receive a 2<sup>nd</sup> email with online payment instructions when your application has been accepted for further processing.

### HELPFUL TIPS:

- Microsoft Edge is the preferred browser for utilizing the Online Permitting Portal.
- To avoid delays in processing, after submitting your application double check that all your attachments saved correctly. You can do so by viewing “My Dashboard” and selecting the paper clip symbol for your active project. Additional attachments can be uploaded there as needed.
- Payment is not due at time of application—please do not submit payment until instructed to do so by Staff

**Need help? No problem.**

Contact the Planning Division at 425-257-8731 or at [planning@everettwa.gov](mailto:planning@everettwa.gov)

## **REVI APPLICATIONS AVAILABLE ONLINE:**

[ACCESSORY DWELLING UNIT](#)

[BINDING SITE PLAN](#)

[BOUNDARY LINE ADJUSTMENT](#)

[CRITICAL AREA](#)

[DESIGN MODIFICATION](#)

[LANDSCAPE MODIFICATION](#)

[NONCONFORMING LOT CERTIFICATION](#)

[NONCONFORMING BUILDING CERTIFICATION](#)

[NONCONFORMING USE CERTIFICATION](#)

[NONCONFORMING USE CHANGE](#)

[NONCONFORMING USE EXPANSION](#)

[PARKING MODIFICATION](#)

[REASONABLE USE](#)

[SEPA PLANNED ACTION](#)

[SHORELINE PERMIT](#)

[SHORT SUBDIVISION](#)

[SIGN ADMINISTRATIVE MODIFICATION](#)

[TEMPORARY USE](#)

[TRANSFER OF DEVELOPMENT RIGHTS](#)

[TREE PRUNING](#)

[TREE REMOVAL HAZARDOUS](#)

[UNLISTED USE](#)

## **REVII APPLICATIONS AVAILABLE ONLINE:**

[ACCESSORY DWELLING UNIT](#)

[ADMINISTRATIVE USE PERMIT](#)

[CONDITIONAL USE EXPANSION](#)

[CRITICAL AREA](#)

[DESIGN MODIFICATION](#)

[NONCONFORMING USE CHANGE](#)

[NONCONFORMING USE EXPANSION](#)

[PARKING MODIFICATION](#)

[SEPA](#)

[SHORELINE PERMIT](#)

[SHORT SUBDIVISION](#)

[SUBDIVISION](#)

[UNIT LOT LAND DIVISION](#)

## **REVIII APPLICATIONS AVAILABLE ONLINE:**

[APPEALS](#)

[BINDING SITE PLAN](#)

[CONDITIONAL USE PERMIT](#)

[NONCONFORMING USE EXPANSION](#)

[REZONE](#)

[SHORELINE PERMIT](#)

[SUBDIVISION](#)

[VARIANCE](#)

## **OTHER LAND USE APPLICATIONS AVAILABLE ONLINE:**

[PREAPPLICATION MEETING REQUEST](#)

[MULTIFAMILY TAX EXEMPTION](#)

[ZONING VERIFICATION LETTER](#)